

Project Name			Date
Leading Others (<i>Reimagined Supervisor Essentials I</i>)			2/19/2016
Executive Sponsors	Sponsors	Program Manager	Project Manager
Sandi Stewart (ECY), Jessica Todorovich (DOH) and Randi Warick (LNI)	Jeff Canaan (DES) Franklin Plaistowe (OFM) Joe VanSyckle (DES)	Director of Leadership Development (DES)	Stephanie Ratko (DES)
Business Processes in Scope			
Entry-level Leadership Course			
Vision			
To provide innovative evidence based entry level leadership development experience. The experience will provide the technical foundation that will fundamentally transform the individual contributor's mindset to that of a leader as they move into a supervisory position.			
Overview			
Customers indicated that the current Supervision Essentials courses (I & II) are not effectively preparing supervisors to lead their people in support of their mission.			
Goal			
The goal is to provide an effective, entry-level supervisor training solution that meets the short and long term needs of Washington State government and is tied to a dynamic, statewide leadership training program.			
Scope:			
In Scope	Leading Others Training (<i>Reimagined Supervisor Essentials I</i>) <ol style="list-style-type: none"> 1. Further define phase 1 course content 2. Conduct Research & Analysis 3. Develop phase 1 pilot curriculum 4. Roll out statewide 		
Working Assumptions	<ol style="list-style-type: none"> 1. We will engage key communities across the state throughout the design process. (e.g. HR Community, Training Community, LEAN Community) 2. Use action learning throughout, so that participants learn skills by working to resolve current work challenges. 3. Use a cohort approach, so that participants will grow their network and develop meaningful relationships across the enterprise. 4. Engage the managers of participants in order to increase transference of new skills back to the workplace. 5. Measure learning outcomes. 6. Use blended learning, including mentoring, classroom-based, coaching and self-directed learning. 7. Be based on the mutually agreed upon leadership competencies approved by the Deputies. 8. Be designed to challenge participants to stretch beyond what they currently know and feel capable of doing. 9. Include a "pay it forward" component, expecting alum to share their learning with others. 10. DES sponsored project in collaboration with stakeholders. 		

11. This content will be provided to learners by DES WSD staff.
12. Use a curriculum design methodology
13. Fundamentals of leading teams are no charge for new supervisors.

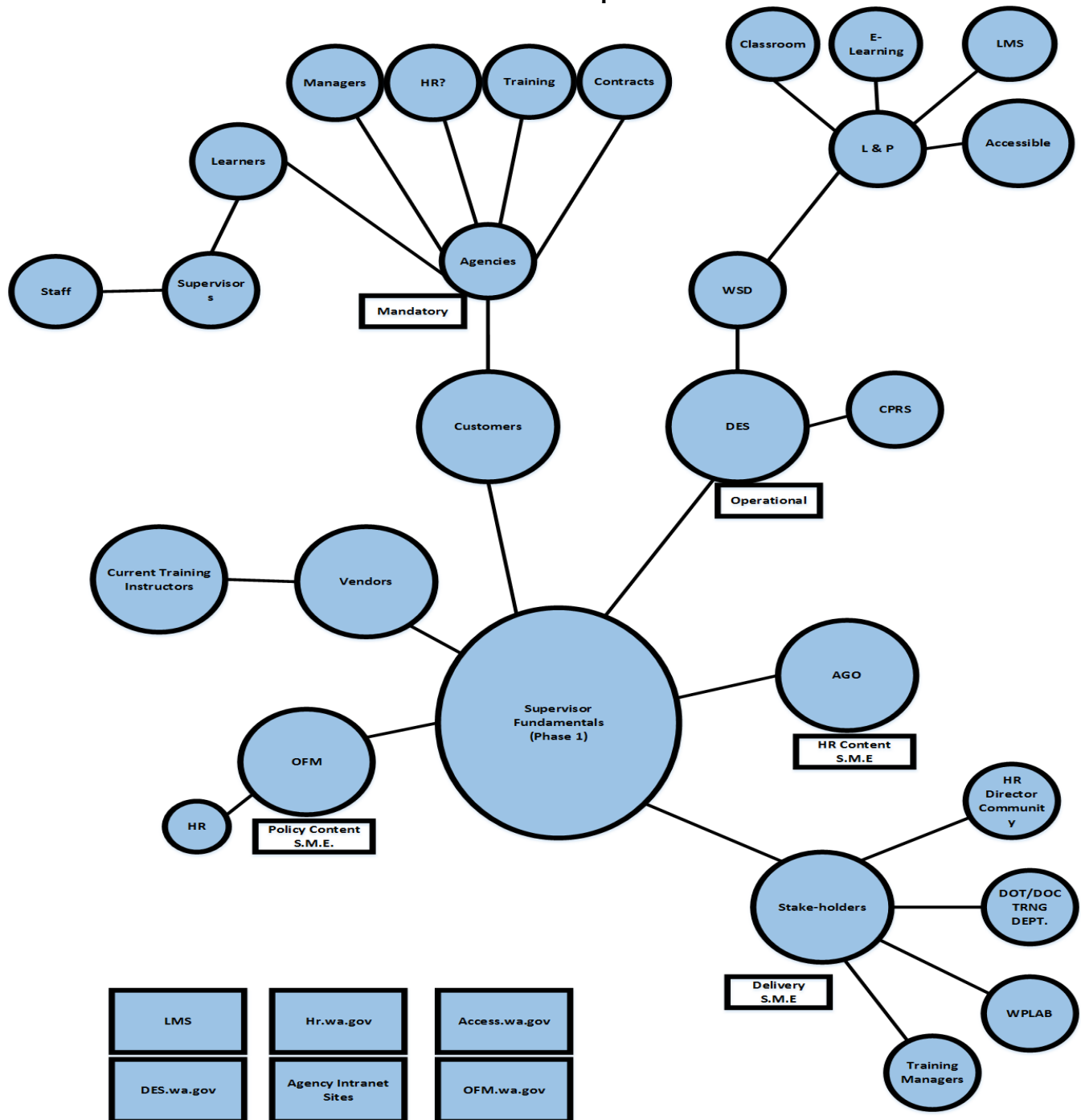
Communications Statement:

Bi monthly status will be provided to Executive Sponsors, Business Sponsors and Agency participants.

Participant	Role	Responsibilities
Sandi Stewart (ECY), Jessica Todorovich (DOH) and Randi Warick (LNI)	Executive Sponsors	<ol style="list-style-type: none"> 1. Provide strategic direction, demonstrate enterprise leadership, and are ultimately accountable for the success of the new strategy recommendations. 2. Promote transparency and accountability within the project.
Jeff Canaan (DES), Franklin Plaistowe (OFM) & Joe Vansyckle (DES)	Sponsors	<ol style="list-style-type: none"> 1. Have final scope and schedule authority 2. Decides strategic issues that span multiple agencies, programs, and functional areas, and issues unresolvable at lower levels 3. Reviews program deliverables that span multiple agencies, programs, and functional areas 4. Align enterprise level business policies, processes, and systems where necessary.
Director of Leadership Development (DES) – <i>In process of hiring</i>	Program Manager	<ol style="list-style-type: none"> 1. Provides expertise and business guidance to the project team. 2. Reviews program deliverables that span multiple agencies, programs, and functional areas.
Oriana Noël Lewis and Pat Seigler (DES)	Business Owners	<ol style="list-style-type: none"> 1. Engage OFM, ATG, HR, training and the design team throughout the project. 2. Leads and facilitates the design team activities. 3. Provides expertise and business guidance to the project team. 4. Reviews program deliverables that span multiple agencies, programs, and functional areas. 5. Align enterprise level business policies, processes, and systems where necessary. 6. Work with Subject Matter Experts to develop, design and implement a compelling product.
Stephanie Ratko	Project Manager	<ol style="list-style-type: none"> 1. Leads program charter development 2. Ensures project plan is on scope, schedule, and budget.

		<ol style="list-style-type: none"> 3. Monitors high priority/impact program issue and risks. 4. Escalates any risks or issues to project sponsors. 5. Responsible for project governance.
<p>Billie Wright (ESD), Hollie Jenson (GOV), Renee Nyberg Smith (DES)</p>	<p>Design Team Advisors</p>	<ol style="list-style-type: none"> 1. Ensures there is broad business participation in the development of curriculum development. 2. Uses their experience as leaders in their agencies to bring an enterprise approach to design curriculum. 3. Responsible to network with, gather information from, and communicate about how the project is progressing with other agencies (i.e. HR Directors Meetings, Training Professionals Meetings).
<p>OFM and ATG, Training Manager Community, HR Manager Community, Lean Community, Managers of Supervisors</p>	<p>Subject Matter Experts</p>	<ol style="list-style-type: none"> 1. Provides WA State Government policy expertise. 2. Provides decision making input that will maximize enterprise value and meet business needs of the state. 3. Participates in project focus groups. 4. Is familiar with their agency's Learning needs and have a good understanding of agency business drivers. 5. Responsible to network with, gather information from, and communicate about how the project is progressing with other agencies (i.e. HR Directors Meetings, Training Professionals Meetings).

Context Map



Activity	Lead(s)	Completion Date
Gather information and develop working Charter (Phase 1 content) <ul style="list-style-type: none"> Identify current course content Review SEI Review SEII Review current course catalog 	Patrick, Oriana, Stephanie, Joe	1/29/16
Identify Executive Sponsors	Joe	1/20/16
ID Project Participants <ul style="list-style-type: none"> Choose design team Identify focus group participants Identify potential instructors 	Joe Vansyckle	By 1/30/16
Kick-off Meeting	All Project Participants	2nd week of March 2016
Announce Project (to HR Director & TRNG Manager Communities)	Joe and Stephanie	By mid3/16
Define elearning components of blended learning experience. <ul style="list-style-type: none"> Utilize OFM Technical Supervisory skills requirements Release new elearning courses as when they are completed. 	Design team, OFM, ATG	2/16/16
Conduct Research & Analysis <ul style="list-style-type: none"> Identify and engage subject matter experts Learner Focus Groups Engage ATG and OFM recommended Subject Matter Experts Engage current, select instructors from the DES vendor community Identify content that can be presented in an online environment Examine what currently exists 	Design Team	3/1/16 - 4/28/2016

<ul style="list-style-type: none"> Review other Washington State agency online offerings Reach out to nationwide state government community 		
Develop RFQ for curriculum development and award contract	Joe VanSyckle	2/16 – 5/1/16
Develop phase 1 pilot curriculum <ul style="list-style-type: none"> Choose Design Methodology Determine Assessment Write Curriculum Design and Develop e-Learning Submit to Executive Sponsors and Sponsors 	Design Team	5/1-7/15
Edit phase 1 pilot <ul style="list-style-type: none"> Integrate Feedback into Curriculum 	Program Manager, Business Owners and Design Team advisors	7/15
Present Phase 1 Pilot Modules to Sponsors	Program Manager, Business Owners and Design Team	8/1/16
Pilot phase 1 training to learners (6-8 week training with 3 groups. Every 3 weeks for 1 day per week. <i>Influencers scattered in each class.</i>)	Instructors & Learners Program Manager, Business Owners and Design Team advisors	8/15-9/15
Edit phase 1 pilot <ul style="list-style-type: none"> Integrate Feedback into Curriculum 	Design Team	9/15-10/15
Roll out Leading Others I and begin teaching	Instructors & Learners Program Manager, Business Owners and Design Team advisors	10/15-12/15